

FREDERICK COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH SERVICES

350 Montevue Lane, Frederick, MD 21702-8245  
301-600-1715 (Information)/301-600-3180 (Fax Machine)

Email to [InformationResearchRequests@FrederickCountyMD.gov](mailto:InformationResearchRequests@FrederickCountyMD.gov)

**INFORMATION RESEARCH REQUEST FORM**

Date \_\_\_\_\_

This letter serves as a formal request for information on the property located at

Street Address \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot # \_\_\_\_\_

Section \_\_\_\_\_

Block \_\_\_\_\_

Tax Map \_\_\_\_\_

Parcel \_\_\_\_\_

Well Identification Tag Number \_\_\_\_\_

(tag should be attached to well casing)

**\*\*\*ALL INFORMATION BELOW MUST BE PROVIDED OR REQUEST WILL NOT BE PROCESSED\*\*\***

**Name of property owner at the time of well and/or septic installation, or at the time of repair or replacement.**

**A Deed Search by requester may be necessary in order to complete form.**

Current Owner's Name \_\_\_\_\_

**AND**

Previous Owners Names \_\_\_\_\_ Back to 1950 or year installation occurred

**\*\*\* (This information**

**must be provided**

**or request will NOT**

**be processed)\*\*\***

Provide me with the following information

**EXISTING PROPERTY WITH DWELLING**

\_\_\_\_\_ well completion report

\_\_\_\_\_ existing septic location

\_\_\_\_\_ bedrooms permitted with current septic system

\_\_\_\_\_ other (be specific) \_\_\_\_\_

**NEW PROPERTY WITH NO DWELLING**

\_\_\_\_\_ proposed septic location (new lots)

\_\_\_\_\_ total bedrooms count allowed (perk results)

Requested by

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_

(work) \_\_\_\_\_

(fax) \_\_\_\_\_

Information to be

\_\_\_\_\_ picked up

\_\_\_\_\_ faxed

\_\_\_\_\_ mailed

\_\_\_\_\_ emailed to

**NOTE:** Requested information will be returned to you within a **minimum** of ten (10) working days of receipt. A **minimum** of up to 15 working days must be allowed for percolation verification and other technical questions.

**NOTE:** INCOMPLETE REQUEST FORMS WILL NOT BE PROCESSED.